



Park Hill Preparatory School

Policy on Special Educational Needs and Disabilities

Reviewed: June 2019 by Ayeza Hanif SENDCO and Alistair Bond Headmaster

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Park Hill Preparatory School is committed to equal treatment for all regardless of sex, disability, religion or belief, sexual orientation, gender reassignment, age, race, ethnic origin, marital status, pregnancy or maternity. We aim to create a friendly, caring and perceptive environment in which every individual is valued. We endeavor to contribute positively towards the growing autonomy, self-esteem and safety of each pupil.

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1 Aims

1.1 This is the policy on special educational needs and disabilities of Park Hill Preparatory School.

1.2 The aims of this policy are as follows:

1.2.1 to promote good practice in the detection and management of special educational needs (**SEND**);

1.2.2 to explain the support the school can provide for children who have learning difficulties and disabilities and the co-operation needed from parents;

1.2.3 to actively promote the well-being of pupils.

2 Scope and application

2.1 This policy applies to the whole school including the Early Years Foundation Stage (**EYFS**).

3 Regulatory framework

3.1 This policy has been prepared to meet the school's responsibilities under:

3.1.1 Education (Independent School Standards) Regulations 2014;

3.1.2 *Statutory framework for the Early Years Foundation Stage* (DfE, March 2017);

3.1.3 Education and Skills Act 2008;

3.1.4 Childcare Act 2006;

3.1.5 Data Protection Act 2018 and General Data Protection Regulation (GDPR);

3.1.6 Equality Act 2010; and

3.1.7 Children and Families Act 2014.

3.1.8 Disability Right's Commission

3.2 This policy has regard to the following guidance and advice:

3.2.1 Special educational needs and disability code of practice: 0 to 25 years (DfE and Department for Health, January 2015) (**Code of Practice**)

3.3 The following school policies, procedures and resource materials are relevant to this policy:

3.3.1 equal opportunities policy;

3.3.2 safeguarding and child protection policy and procedures;

3.3.3 risk assessment policy for pupil welfare;

3.3.4 anti-bullying policy;

3.3.5 English as an additional language policy;

3.3.6 admissions policy;

4 Publication and availability

4.1 This policy is published on the school website.

- 4.2 A copy of the policy is available for inspection from the staff room – policies folder during the school day.
- 4.3 This policy can be made available in large print or other accessible format if required.

5 Definitions

5.1 Where the following words or phrases are used in this policy:

- 5.1.1 References to **working days** mean Monday to Friday, when the school is open during term time. The dates of terms are published on the school's website.
- 5.1.2 References to **My Support Plan** (Individual Education Plan -IEP) are references to a plan or programme designed for children with SEND to help them to get the most out of their education. An **IEP** builds on the curriculum that a child with learning difficulties or disabilities is following and sets out the strategies being used to meet that child's specific needs.
- 5.1.3 References to **Provision mapping** are references to provision maps used by the school as an efficient way of showing all the provision that the school makes which is additional to and different from that which is offered through the school's curriculum. The use of provision maps can help the Special Educational Needs Co-ordinator (**SENDCO**) to maintain an overview of the programmes and interventions used with different groups of pupils and provide a basis for monitoring the levels of intervention.

5.2 Special educational needs

- 5.2.1 Children have special educational needs if they have a learning difficulty which calls for special educational provision to be made for them.
- 5.2.2 Children have a learning difficulty if they:
- (a) have a significantly greater difficulty in learning than the majority of others of the same age; or
 - (b) have a disability or medical need, which prevents or hinders the child from making use of educational facilities of a kind generally provided for children of the same age in mainstream schools within the area of the local education authority.
 - (c) are under five and fall within the definition at (a) or (b) above or are likely to do so do when of compulsory school age if special educational provision is not made for the child.
- 5.2.3 A child must not be regarded as having a learning difficulty solely because the language or form of language in which he or she is or will be taught is different from a language or form of language which is or has been spoken at home. However, children for whom English is an additional language will be provided with appropriate support. Please see the school's English as an additional language policy.
- 5.2.4 A child who finds a particular subject difficult does not necessarily have a "learning difficulty" in the legal sense of that expression; there will often be disparities in the speed with which children learn, in their skill at solving problems and in their general acumen.

5.2.5 The expression "learning difficulty" covers a wide variety of conditions and may include those known as dyslexia, dyscalculia, dyspraxia, attention deficit (hyperactivity) disorder, semantic processing difficulty and learning problems which result from social, emotional or mental health difficulties. The expression may also include those who have problems with their eyesight or hearing or who have an autistic spectrum disorder.

5.2.6 Learning difficulties may affect children who have a high IQ and academic ability as well as those of lower IQ and ability.

6 Responsibility statement and allocation of tasks

6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.

6.2 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	L Ayeza Hanif	Every two weeks
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	Ayeza Hanif	As required, and at least termly
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the GDPR	Ayeza Hanif	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the school's processes under the policy	Ayeza Hanif	As required, and at least annually
Formal annual review	Proprietor	Annually

6.3 The school's SENCO has responsibility for:

6.3.1 ensuring liaison with parents and other professionals in respect of a child's special educational needs;

6.3.2 advising and supporting other staff in the school;

6.3.3 ensuring that appropriate My Support Plan/Provision mapping is in place and effectively implemented;

6.3.4 ensuring that relevant background information about individual children with special education needs is collected, recorded and updated;

6.3.5 undertaking any other appropriate duties in accordance with the Code of Practice.

7 Procedures

7.1 The school follows a graduated approach to identifying and planning for Special Educational Needs and Disabilities (SEND) guided by the Code of Practice; assessing pupils' needs, planning and implementing strategies and then reviewing and fine-tuning interventions, involving external expertise as needed. In general, the school will be cautious so as not unnecessarily to run the risk of a child being labelled "dyslexic" when a later assessment might result in a different explanation for the difficulty.

8 Teaching staff or parents can refer to the SENDCO a pupil who is not making adequate progress or is causing concern. The SENDCO will carry out an observation of the student in the classroom and gather relevant information from the pupil, parents and class teacher. The information gathered will help the school decide what help may be needed. If the outcome gives us reason to think that a pupil may have SEND, we will report and consult with the pupil's parents as necessary and make recommendations

8.1 Formal assessment

8.1.1 We will ask the pupil's parents to agree to the pupil being formally assessed by an educational psychologist. The school will ask the parents to agree to follow his / her recommendations unless there are persuasive reasons to the contrary.

8.1.2 The parents may consult an educational psychologist retained by the school, or one of their own choice. The cost in either case must be borne by the parents.

8.1.3 Additional specialist teaching

8.1.4 As an alternative to a formal assessment, the school may suggest a course of additional specialist teaching by a qualified specialist on a one-to-one basis in school. This would normally be during term time.

8.2 Examinations

8.2.1 Pupils who have been diagnosed as having SEND may be eligible for extra time and / or other "access arrangements" to complete internal examinations and public examinations.

8.2.2 Parents are asked to liaise with their child's form teacher in good time with respect to this.

8.3 Information sharing and parent involvement

8.3.1 Parents are asked to provide the school with a copy of any report or recommendations which have been made in relation to special educational needs at their child's previous school or elsewhere within the last 12 months. Confidential information of this kind will only be shared within the school on a "need to know" basis.

8.3.2 The school will do all that is reasonable to report and consult with parents about their child's learning difficulties and to ensure that teachers are given any necessary information about a child's learning difficulties and that teaching practices are appropriate.

- 8.3.3 Parents should notify the school immediately if their child's progress or behaviour causes concern so that the school can devise and agree a strategy with the parents.
- 8.3.4 Parents bear the overall responsibility for taking decisions about the management of their child's learning difficulties. A parent who would prefer to have a formal assessment instead of additional specialist teaching or learning support should make arrangements accordingly with the school or outside, as appropriate. In these circumstances parents must ensure that the school is given copies of all advice and reports received.

8.4 Individual Education Plan / Provision mapping

- 8.4.1 The SENCO will ensure that an appropriate My Support Plan/Provision Map is in place where required.
- 8.4.2 The 'My Support Plan/Provision Map will be prepared in consultation with the parents and, if appropriate, the pupil and will include:
 - (a) the adjustments, interventions and support required to meet the outcomes identified for the pupil;
 - (b) the expected impact on the pupil's progress, development or behaviour, as appropriate; and
 - (c) clear dates for review.
- 8.4.3 In carrying out the review, the SENCO will consider:
 - (a) the effectiveness of the support and interventions and their impact on the pupil's progress;
 - (b) the views of relevant teaching staff, the parents and, if appropriate, the pupil; and
 - (c) any changes that are required to the support and outcomes set out for the pupil.
- 8.4.4 My Support Plan allows for the pupil's input to generate self-awareness and ownership of targets and achievements. It is phase-specific and will include:
 - (a) the short-term targets for the pupil;
 - (b) the planned outcomes; and
 - (c) the date for the plan to be reviewed.

The strategies within My Support Plan will, wherever possible, be implemented within the pupil's normal classroom setting.

9 Education health and care plans (EHC plan)

- 9.1 Parents and the school have the right under section 36(1) of the Children and Families Act 2014 to ask the local authority to make an assessment with a view to drawing up an EHC plan. The school will always consult with parents before exercising this right. If the local authority refuses to make an assessment, the parents (but not the School) have a right of appeal to the First-tier Tribunal (Special Educational Needs and Disability).
- 9.2 Where a prospective pupil has an EHC plan, the school will consult the parents and, where appropriate, the local authority to ensure that the provision specified in the EHC plan can be

delivered by the school. The school will co-operate with the local authority to ensure that relevant reviews of EHC plans are carried out as required.

- 9.3 Any additional services that are needed to meet the requirements of the EHC plan will need to be charged to the local authority if the authority is responsible for the fees and our school is named in Section I of the EHC plan. In all other circumstances charges will be made directly to parents unless the additional services can be considered to be a "reasonable adjustment" for which no charge will be made, in accordance with the provisions of the Equality Act 2010.

10 Additional welfare needs

- 10.1 The school recognises that pupils with special educational needs or disabilities may be at risk of being bullied. The school's anti-bullying policy makes it clear that bullying behaviour of any kind is not acceptable and will be taken very seriously.

- 10.2 If parents are concerned about their child's welfare they can approach the pupil's form teacher or any senior member of staff to discuss their concerns in private at any time.

- 10.3 Additional barriers can exist when detecting the abuse or neglect of pupils with a special educational need or disability creating additional safeguarding challenges for those involved in safeguarding and promoting the welfare of this group of children. The school is mindful in particular that:

10.3.1 assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the pupil's special educational need or disability without further exploration;

10.3.2 pupils with a special education need or disability can be disproportionately impacted by bullying without outwardly showing any signs; and

10.3.3 there may be communication barriers which are difficult to overcome to identify whether action under this policy is required.

- 10.4 Any safeguarding concerns will be dealt with in accordance with the procedures set out in the school's safeguarding and child protection policy and procedures.

10.5 Disability

10.5.1 The school recognises that some pupils with special education needs or learning difficulties may also have a disability. A person has a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. (*Disability Rights Commission*)

10.5.2 The school will make all reasonable adjustments in order to afford opportunity to disabled pupils. However if, despite such adjustments, the school is unable to provide adequately for the pupil's needs, the school may decline to offer a place to a pupil or request that parents withdraw their child from the school (see 11 below).

11 Alternative arrangements

- 11.1 We reserve the right, following consultation with you, to ask or require you to withdraw your child from the school if, in our opinion after **making all reasonable adjustments and exhausting appropriate strategies**:

11.1.1 your child is in need of a formal assessment, additional specialist teaching, learning support or medication to which you do not consent; and / or

- 11.1.2 your child's learning difficulties require a level of support or medication which, in the professional judgment of the Head, the school is unable to provide, manage or arrange;
- 11.1.3 your child has special educational needs that make it unlikely he / she will be able to benefit sufficiently from the mainstream education and facilities which we provide.
- 11.2 In any of these circumstances we will do what is reasonable to help you to find an alternative placement which will provide your child with the necessary level of teaching and support.
- 11.3 Withdrawal of a pupil in these circumstances will not incur a charge to fees in lieu of notice. The deposit paid in respect of your child will be credited to your account.

12 Training

- 12.1 The school ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.
- 12.2 The level and frequency of training depends on role of the individual member of staff.
- 12.3 The school maintains written records of all staff training.

13 Risk assessment

- 13.1 Where a concern about a pupil's welfare is identified, the risks to that pupil's welfare will be assessed and appropriate action will be taken to reduce the risks identified.
- 13.2 The format of risk assessment may vary and may be included as part of the school's overall response to a welfare issue, including the use of individual pupil welfare plans (such as behaviour, healthcare and education plans, as appropriate). Regardless of the form used, the school's approach to promoting pupil welfare will be systematic and pupil focused.
- 13.3 The Proprietor has overall responsibility for ensuring that matters which affect pupil welfare are adequately risk assessed and for ensuring that the relevant findings are implemented, monitored and evaluated.
- 13.4 Day to day responsibility to carry out risk assessments under this policy will be delegated to the Head who has been properly trained in, and tasked with, carrying out the particular assessment.

14 Record keeping

- 14.1 All records created in accordance with this policy are managed in accordance with the school's policies that apply to the retention and destruction of records.
- 14.2 The records created in accordance with this policy may contain personal data. The school has a number of privacy notices which explain how the School will use personal data about pupils and parents. The privacy notices are published on the school's website. In addition, staff must ensure that they follow the school's data protection policies and procedures when handling personal data created in connection with this policy. This includes the school's data protection policy and information security policy.

15 Version control

Date of adoption of this policy	November 2018
Date of last review of this policy	June 2019
Date for next review of this policy	September 2019
Policy owner (SLT)	Ayeza Hanif
Policy owner (Proprietor)	Amit Mehta